

Tempe Fire Department Policies and Procedures
Fire Service Aide
410.02R
Rev 8-15-07

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of delivery and retrieval duties in support of the Fire Department.

Supervision Received and Exercised:

Receives supervision from the Fire Service Inventory Technician, and other supervisory or management staff.

Examples of Duties:

Duties may include, but are not limited to, the following:

- Drive personal or city vehicle to drop-off and/or pick-up Fire Department supplies and equipment as necessary; retrieve backboards and other Department Emergency Medical Equipment from area hospitals and return to appropriate Department Stations; drop-off broken fire service equipment to vendor for repair; pick-up various supplies and equipment from vendor(s) as needed.
- Lift inventory and supplies in order to shelve or retrieve items in Fire Department Warehouse.
- Pick-up, sort, and deliver Department mail to the appropriate Fire Station as necessary.
- Support emergency scenes by performing other delivery or retrieval duties as necessary.
- Attend meetings and training as necessary; may perform other duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be

Experience:

Some delivery experience is desirable.

Training:

Formal or informal education or training which ensures the ability to read and write at a level necessary for successful job performance.

Licenses/Certifications:

Possession of an appropriate and valid Arizona driver's license.